

**Assistant Librarian**

**Required as soon as possible**

**Full time (10:00am to 18:00pm Monday to Friday).**

**Term time only plus an additional 3 weeks (39 weeks in total) 1 week to be worked before the start of the Autumn**

**Salary: £26,523 (£34,184 FTE)**

**The School**

St Paul’s Girls’ School is one of the country’s leading independent schools for girls aged 11-18, with approximately 800 students. It is an extraordinary school, offering a classical yet forward-thinking education, rooted in a love of academic discovery and enriched by a broad co-curricular programme, nurturing wellbeing provision and a strong commitment to partnerships and community initiatives. Aspirations and achievements go well beyond what one would normally expect from a school, making St Paul’s Girls’ School an exciting, lively, and stimulating place in which to work.

Students want to make a difference, and many go on to roles tackling some of the greatest challenges facing people and planet. Respect for environmental sustainability is expected of all staff, both in terms of minimising use of resources in daily operations and supporting the school’s aim of preparing students fully for life and work in the mid-21st century.

Full details of the school, including our curriculum and public exam results, are available on our website at <http://www.spgs.org>

**The post**

St Paul’s Girls’ School are looking to appoint an Assistant Librarian. The main purpose of the post is to ensure, with the Librarian, the smooth-running of an effective library service which reflects the aims of the school.

**Individual responsibilities include:**

* Processing new resources
* Maintaining library displays
* Administering the Online Approvals system in co-operation with the Online Safety Officer, Data Protection Officer, Pastoral team, and Director of IT.

**The Assistant Librarian will work alongside the Librarian in:**

* providing a high standard of frontline service through staffing the desk and answering enquiries from pupils and staff.
* supervising students and ensuring that the library is a welcoming, but quiet and purposeful study area for the school community.
* collaborating with the IT department in the administration of laptop loans and other IT equipment.
* exploring ways of making best use of the library management system and relevant pages on the Portal.
* working with the Data Protection Officer to deliver the Online Resource Approval process, which ensures the safe and effective use of third-party online resources for student-facing activities.
* promoting awareness and use of both physical and online resources.
* collaborating with colleagues across the school to deliver events and other library-related projects.
* recognising the importance of copyright, data protection, child protection, equal opportunities, health and safety and any other relevant legislation.
* any other duties commensurate with the role as required by the Librarian.

Reports to Librarian

**Revision of Job Description**

According to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

**Candidate profile**

Essential

* Excellent interpersonal skills and a service-oriented approach.
* A degree within a relevant field.
* Experience in using a library for study or research.
* An interest in young people and libraries.

Desireable

* Experience of working in a customer-facing role.
* Experience of working with young people.

**Terms and conditions**

* Start date 20 August 2024, with attendance at a new staff induction day preferrable (24 June 2024)
* Full time hours (40 hours per week), between 10am and 6pm Monday to Friday inclusive.
* Term-time only plus three weeks. One of those additional weeks must be taken during the week directly preceding the Autumn term.
* Contributory pension scheme.
* Free tea and coffee, with lunch dependent on working hours
* Use of school sports facilities during allocated staff times
* Access to season ticket, cycle and computer loans and childcare vouchers.

**Terms and Conditions**

* 10am to 6pm Monday to Friday throughout the year. Work term time only plus an additional 3 weeks (39 weeks in total)
* Contributory pension scheme
* Free lunches, tea, and coffee
* Use of school sports facilities during allocated staff times
* Access to season ticket loans.

Further information about the role and to apply can be found on our website <https://spgs.org/vacancies/>. Please submit your applications by submitting an application before 9am on the closing date. We recommend that candidates apply as soon as possible since applications will be reviewed as they are received, and interviews arranged on a rolling basis.

St Paul’s Girls’ School is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

**Disclosure and Barring Service (DBS) and overseas police checks**

St Paul’s Girls’ School is a “registered body” under the Police Act 1997 because employment here involves access to children under the age of 18. This post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) before we can confirm an offer of employment. Unless you are a member of the DBS Update Service you will need to apply for a new disclosure, even if you already hold one. Former members of staff who are not on the Update Service who re-join us also require fresh disclosures, unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of 3 months or more during the past ten years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

**Safeguarding guidelines**

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with our child protection policy statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children at St Paul’s Girls’ School, they must report any concerns to our safeguarding designated lead or to the High Mistress.

**Closing date: Friday 26 April 2024, 9am**

**Interviews: Friday 3 May 2024**

**Contact details:**

Human Resources Department

St Paul’s Girls’ School

Brook Green

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recruiting@spgs.org

[www.spgs.org](http://www.spgs.org)